



# PROGRAM SPONSOR ALERT

Date: June 30, 2010

Number: 10-13

Subject: Update on Program Assessment: Program Summary

## Summary

This notice is to alert all institutions that there is a modification to the documentation that needs to be submitted during Program Assessment, one of the activities of the Commission's accreditation system. Beginning with the Violet cohort, program assessment materials, which are due in fall 2010, must include a *Program Summary* prepared by the program sponsor. Institutions in the Violet cohort should have turned in the *Proposed Submission Dates for All Programs* form that indicates in which month (October, November, or December 2010) the Program Assessment documentation will be submitted.

## Background

As the revised accreditation system is being implemented, the process is under continuous review. Within the first year of Program Assessment, it became clear that the reviewers were not using the faculty vitae during the Program Assessment process and that the vitae would need to be updated for the site visit. Therefore PSA 08-10 was posted in November 2008 (<http://www.ctc.ca.gov/educator-prep/PS-alerts/2008/PSA-08-10.pdf>) stating that faculty vitae should no longer be submitted during Program Assessment.

Beginning with the 2009-10 accreditation site visits, team members have been responsible for reviewing 3-4 different credential programs. Because it is not reasonable to ask a site visit team member to read 3 or 4 full program narratives prior to the site visit, team members have been provided a *Program Summary*. The *Program Summary* serves as an executive summary of the full program narrative. The *Program Summary* provides a brief overview of the structure, courses, and sequence of the credential program. In addition team members receive the Preliminary Report of Findings from Program Assessment, the Biennial Reports, and the CTC's response to the Biennial Reports.

Previously the *Program Summary* used by team members was developed by Program Assessment readers who used the “copy and paste” functions to pull information from the institution’s program narrative related to three main topics: program design, course of study, and candidate assessment.

After using program summaries in the 2009-10 accreditation site visits, it is clear that team members use the *Program Summary* to get an overview of the credential program and then delve into the program narrative when needed. While the program summaries developed by the reviewers have been adequate, it seems appropriate for programs to submit their own summaries in order to ensure that information important to the program is included since this is the first place the Program Assessment reader and site visit team member is introduced to the institution’s program. Once the *Program Summary* has been prepared by the program and made available to the Program Assessment readers, the readers can begin the Program Assessment process by reviewing the *Program Summary* to understand the sequence, courses and structure of the credential program. The site visit team members will also read the *Program Summary* as one of their first activities.

Beginning with the Violet cohort, each approved credential program needs to submit a *Program Summary*, limit 4 pages, when its Program Assessment documentation is submitted. Sample Program Summaries are posted on the Program Assessment web page. The template for the *Program Summary* is provided in Appendix A of this alert.

## References

Program Assessment web page: <http://www.ctc.ca.gov/educator-prep/program-accred-assessment.html>

Program Summary Template and Samples

<http://www.ctc.ca.gov/educator-prep/program-accred-assessment.html#PADD>

PSD 08-10: <http://www.ctc.ca.gov/educator-prep/PS-alerts/2008/PSA-08-10.pdf>

Proposed Submission Dates for All Programs Form: <http://www.ctc.ca.gov/educator-prep/accred-files/proposed-submission-dates.pdf>

## Contact Information

Program Assessment email: [ProgramAssessment@ctc.ca.gov](mailto:ProgramAssessment@ctc.ca.gov)

All text in BLUE is for program sponsor to read, address if appropriate, and delete.

## **Appendix A**

### **Insert Institution and Program Name Program Assessment Program Summary**

Summaries are designed to provide contextual information to the Program Assessment readers and the site visit team members. From your Program Narrative, please select text to copy into the Program Assessment Summary that addresses the some or all of the topics identified within each of the categories below.

#### **Program Design**

Purpose and goals of the program

Leadership within the credential program

Communication within the credential program and with the larger institution

Means for stakeholder input

Program modifications over the recent two years

#### **Course of Study (Coursework and Fieldwork)**

Description of the sequence of coursework, list of required courses—number and title

Types of coursework in critical areas (e.g. English learners for all initial teaching programs)

Coordination of coursework with field work

Number and type of field placements, sequence of fieldwork

Field supervision, advisement, evaluation: frequency, type, from BOTH the program personnel and the district employed individual (master teacher) when required in a program

#### **Assessment of Candidates**

What advice candidates receive about how they will be assessed in the program and informed of the results of those assessments?

When and how are candidates assessed for program competencies?

Who assesses the candidates?